

Advancing Skills with the Tally Prime Course

Your Beginner-Friendly Guide to Mastering Accounting Software



Made with GAMMA

What is Tally Prime?



Tally Prime is a powerful accounting and business management software trusted by over 2 million businesses globally. It revolutionises how small and medium enterprises handle their financial operations.

This comprehensive tool simplifies accounting, inventory management, payroll processing, GST compliance, and taxation—all within a single, intuitive platform designed to help businesses grow efficiently.

Why Learn Tally Prime?



Automate Bookkeeping

Eliminate manual errors and save hours by automating your financial management processes with intelligent workflows.



Instant Reports

Generate professional invoices, balance sheets, and financial reports at the click of a button for faster decision-making.



Easy Compliance

Manage cash flow, stock levels, and tax compliance effortlessly with built-in regulatory updates and smart alerts.



Career Boost

Open doors to exciting opportunities in accounting, finance, and business management with this industry-standard skill.



Getting Started: Installing & Educational Mode

01

Download Tally Prime

Visit the official website at **tallysolutions.com** and download the latest version of Tally Prime completely free of charge.

02

Activate Educational Mode

Launch the software and select '**Educational Mode**' to explore all features without purchasing a licence—perfect for learning.

03

Understand Limitations

Note that printing functions and date changes are disabled in this mode, but all core features remain fully accessible for practice.

04

Start Practising

Begin exploring the interface and features at your own pace—ideal for students to build confidence without any financial investment.

Creating Your First Company in Tally Prime



→ Navigate to Gateway

From the main screen, go to **Gateway of Tally** and select **Create Company** to begin the setup process.

→ Enter Company Details

Input your company name, complete address, and the financial year start date to establish your accounting period.

→ Configure Settings

Choose your preferred currency and decide whether you need to track inventory for your business operations.

→ Save & Begin

Save your configuration and start managing all your business data within your newly created company profile.

Understanding Masters: Ledgers & Stock Items

Masters are the foundation of Tally Prime—they organise and structure all your financial and inventory data for seamless management.



Accounting Masters

Create and manage **Ledgers and Groups** such as Cash, Bank Accounts, Sales, Purchases, and Profit & Loss to categorise all financial transactions systematically.



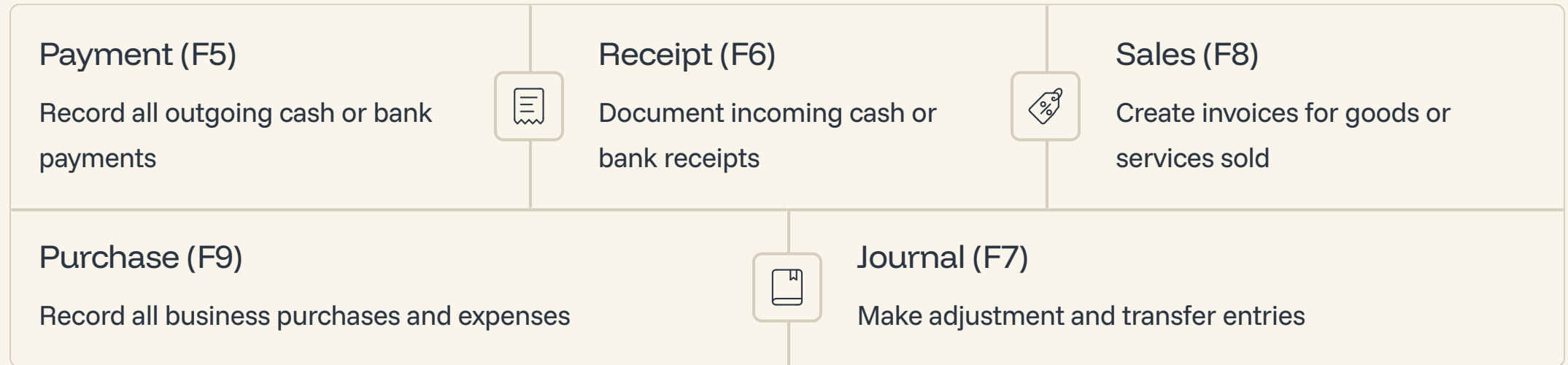
Inventory Masters

Set up **Stock Items, Stock Groups, and Units of Measure** to track products, raw materials, and finished goods across your entire supply chain.

 **Pro Tip:** Use keyboard shortcuts like **Alt+G** to create masters quickly and boost your productivity whilst navigating Tally Prime efficiently.

Recording Transactions with Vouchers

Vouchers are the digital documents used to record every financial transaction in Tally Prime. Understanding voucher types is essential for accurate bookkeeping.



Simply select the appropriate voucher type, enter transaction details, and Tally Prime **automatically calculates and links accounts** to ensure error-free, double-entry bookkeeping.

Managing GST and Tax Compliance

Streamlined Tax Management

Tally Prime makes GST compliance straightforward and stress-free, helping you navigate complex tax regulations with confidence.

- **Quick Configuration**

Enable and configure GST settings within Tally Prime in just a few clicks, customising them to your business needs.

- **Accurate Recording**

Record input tax credits and output tax for every transaction to maintain precise GST calculations and avoid penalties.

- **Instant Reporting**

Generate comprehensive GST reports including GSTR-1, GSTR-2, and GSTR-3B directly from the software interface.

- **Seamless Filing**

File your GST returns directly through Tally Prime and stay compliant with evolving tax laws effortlessly.



Payroll and Salary Management Basics

Employee Setup

Create detailed employee profiles with personal information and salary structures

Ensure Compliance

Manage statutory requirements like Provident Fund, TDS, and ESI with built-in compliance features



Automate Calculations

Let Tally Prime calculate salaries, allowances, and deductions automatically each month

Generate Payslips

Create professional payslips instantly for distribution to employees

Transform your monthly payroll processing from a time-consuming task into a streamlined, efficient operation with Tally Prime's powerful payroll management tools.

Your Path Forward: Master Tally Prime with Confidence

Practise Regularly

Use Educational Mode daily to build muscle memory and confidence with all features and workflows.

Explore Advanced Features

Dive into MIS reports, budgeting tools, and cost centres to unlock Tally Prime's full potential.

Continue Learning

Join online courses, participate in quizzes, and earn certifications to validate your expertise.

Unlock Career Opportunities

Your Tally Prime skills will open doors in accounting, finance, audit, taxation, and business management. Start your transformation today and become an indispensable asset to any organisation!